OCITION DE	SCRIPTION (Please F	Read Instructions on t	he Back)				CN	IC 47
		4. Employing Office Location		y Station	-		6. OPM (	Certification No.
Reason for Submission		4. Employing Office Location	0.000	,				
Redescription	New Hdqtrs Field	7. Fair Labor Standards Ac	t 8. Fina	ancial Stater	ments Required		9. Subject	t to IA Action
Reestablishment L	Other		Ex	ecutive Person ancial Disclos		ment and	✓ Yes	☐ No
Explanation (Show any		10. Position Status			2. Sensitivity		13. Com	petitive Level Code
Standard MWR	NAF PD	Competitive	Su	pervisory Z	1Non- Sensitive	3Critical		
		Excepted (Specify in R		anagerial			14. Ager	
		SES (Gen.) SES		either	2Noncritical Sensitive	4Special Sensitive	N.F	
5. Classified/Graded by	Official T	itle of Position	Pay	/ Plan (	Occupational Code	Grade	Initials	Date
a. Office of Per- sonnel Management								
D. Department, Agency or Establishment								
Second Level Review Commercial Sponsorship				NF	1101	04	5N	12-31-01
d. First Level Review								
e. Recommended by Supervisor or Initiating Office		A Carlo				- '6.1		
16. Organizational Title	e of Position (if different from offi	fiical title)	17. N	lame of Emp	ployee (if vacant, sp	ecity)		
			Third Cohdi	delen				
18. Department, Agency, or Establishment			c. Third Subdivision					
a. First Subdivision			d. Fourth Subdivision					
b. Second Subdivision			e. Fifth Subdiv	rision				
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## NONAPPROPRIATED FUND POSITION DESCRIPTION JOB TITLE: Commercial Sponsorship Specialist

**POSITION NUMBER 01-0073B** 

JOB SERIES: 1101 PAY LEVEL: NF-4 Summary of Duties:

Responsible for the total commercial sponsorship program including but not limited to the planning, organizing, contracting, administering, and monitoring of the commercial sponsorship programs. Develops a diversified commercial sponsorship programs. Solicits sponsorship through advertisements, letters, and personal contacts. Develops collateral materials in support of the solicitation. Develops proposal packages and negotiates best terms for MWR. Initiates contracts and ensures they are agreed to/signed by the appropriate person. Drafts sponsorship agreements and coordinates staff actions with the appropriate agencies, such as legal counsel. Ensures the development and completion of evaluation/follow-up reports. Develops training and education materials on event marketing and commercial sponsorship for MWR departments.

Performs other related duties as assigned.

**Minimum Qualifications:** 

Four years of experience that demonstrate the ability to research companies for commercial sponsorship, identify key personnel to contact, and negotiate terms of a contract. Excellent communication skills both written and oral to solicit commercial sponsorship and negotiate contracts and to write after action reports. Ability to interpret DoD and USMC policies concerning sponsorship agreements and contracts.